

INSTRUCTIONS FOR PREPARING AN INVOICE FOR LABORATORY ASSESSMENT AND RELATED SERVICES

Please review your copy of the Purchase Order (Order for Supplies or Services).

In order to receive payment, you must submit an invoice to the NIST address shown in block 21 of the Purchase Order. A blank invoice form suitable for this purpose is available in two formats on NVLAP's website at <<http://www.nist.gov/nvlap/assessor-forms.cfm>>:

- Adobe Reader (PDF) format (printable form, which may be filled in by hand or typewriter)
- Microsoft Word (DOC) format (electronic form, which may be filled in online and saved)

You also may use your own invoice form as long as it contains the information listed below. Please call your NVLAP Administrative Specialist if you have any questions about invoices.

To constitute a proper invoice, the invoice must include the following information:

1. Name and address of contractor

Enter the name and address to be shown on the payment check and the W-2 statement. It should be the same name and address as registered in the CCR (Central Contractor Registry) database.

2. Total Billed Amount (\$)

Enter the number of hours worked and multiply that number by the current hourly labor rate. Also, enter the amount of miscellaneous and travel expenses. Add these amounts to calculate the total dollar amount being invoiced for this order number.

3. Date

Enter the date of the invoice.

4. Purchase Order Number

Enter the Order No., which appears in block 3 of the Purchase Order. If you use the invoice form provided by NVLAP, the first six characters are printed on the form, and you need to supply only the remaining characters of the order number.

5. Line Item Number

If more than one task is included on the Purchase Order, indicate to which task, by line item number, the invoice applies.

6. Vendor Invoice Number

This number is optional. You may enter an invoice number for your record-keeping purposes.

7. Type of Service

Enter the type of service provided (i.e., on-site assessment, evaluation, or other). For an on-site assessment, enter the lab code of the laboratory that was assessed; the city, state, and country (if other than the United States) of the laboratory; and the beginning and ending dates of the on-site assessment. For a technical evaluation, please enter the associated laboratory information, if appropriate.

8. Please add payment discount terms, if appropriate, and any other information or documentation required by the contract.

9. Sign the invoice (your name or a company official's name) to certify that the service was delivered and that the claim for payment is in accordance with the terms of the Purchase Order referenced on the invoice.

To expedite processing of the invoice, do not send the invoice to NVLAP. Submit the invoice to NIST Accounts Payable using one of the following methods:

**By Mail to: National Institute of Standards and Technology
Accounts Payable/NVLAP
100 Bureau Drive, Stop 1621
Gaithersburg, MD 20899-1621**

By Fax to: 301-975-8283

By E-Mail to: invoice@nist.gov